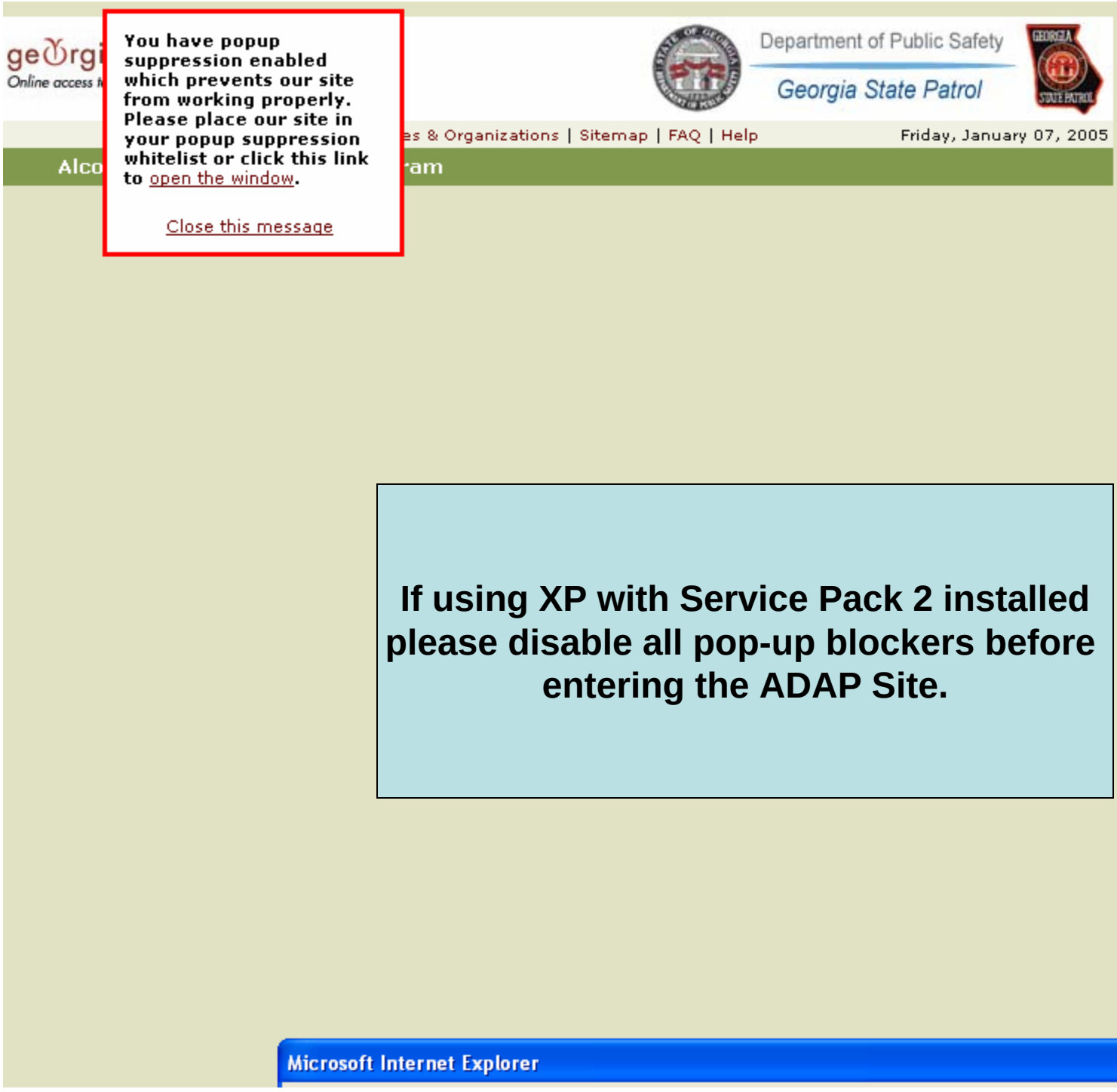
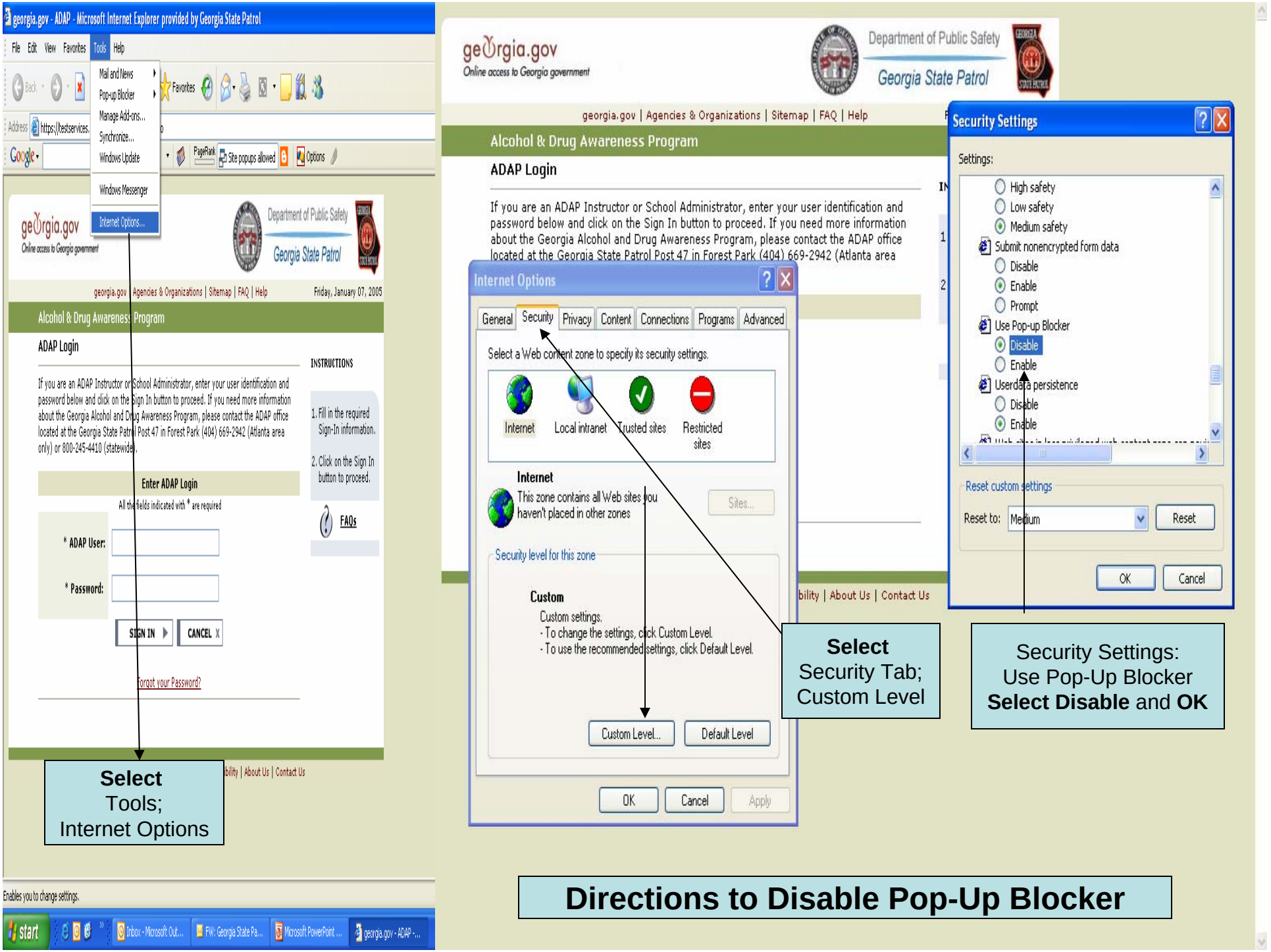
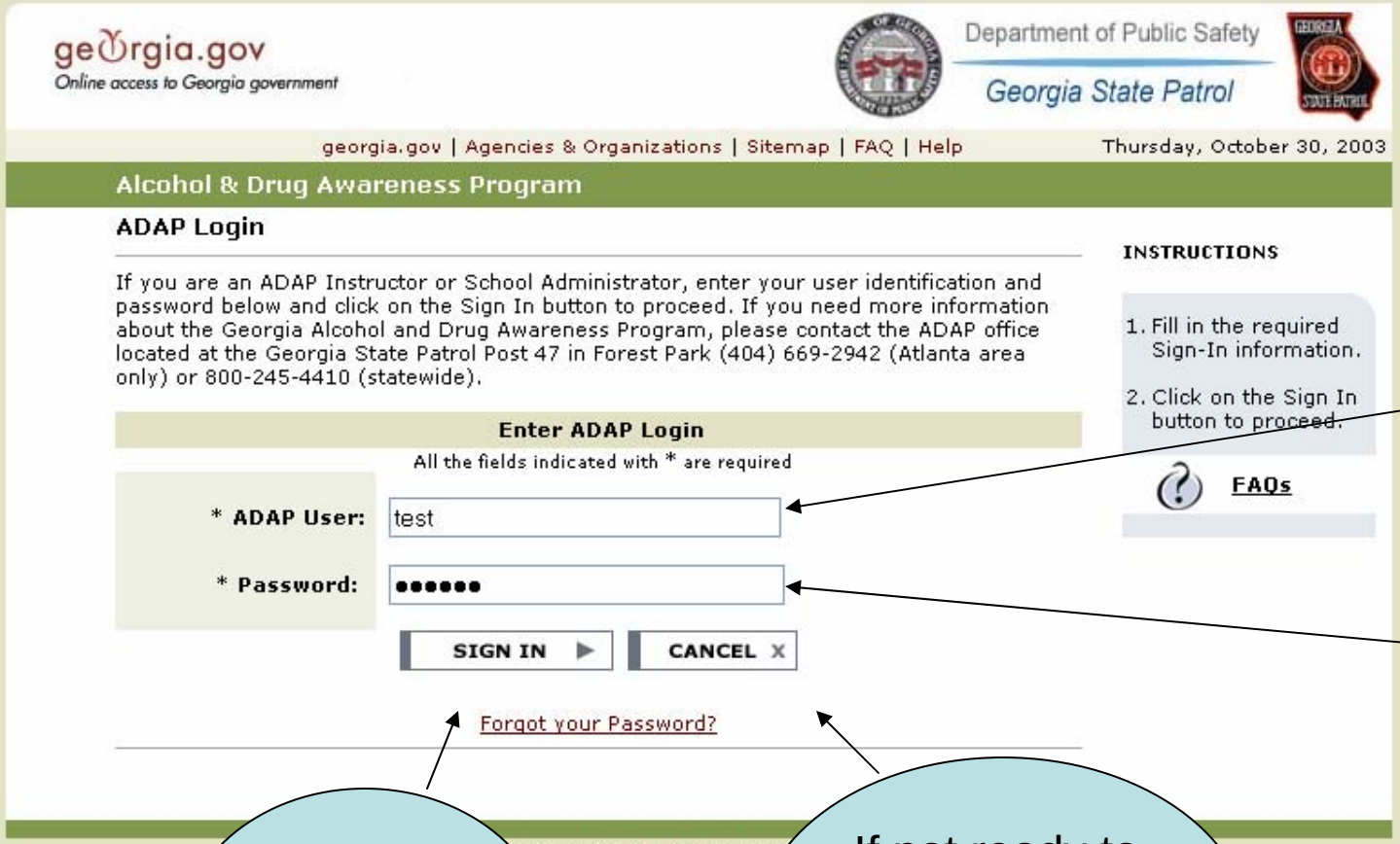
Table of Contents

- How to Disable Pop-up Instructions
- Page 1 Login Instructions for Instructors
- Pages 2-4 Creating Student Roster
- Pages 5-8 Editing Student Roster
- Pages 9-12 Printing Options
- Pages 13-16 Search for Students
- Page 17 Login Instructions for Administrators
- Pages 18-19 Adding Personnel
- Pages 20-21 Deleting Personnel
- Pages 22-26 Pass/Fail Report Instructions

Revised 1-7-05


You have popup suppression enabled which prevents our site from working properly. Please place our site in your popup suppression whitelist or click this link to open the window.
Close this message
Department of Public Safety
Georgia State Patrol
es & Organizations | Sitemap | FAQ | Help
Friday, January 07, 2005
Alco
ram
If using XP with Service Pack 2 installed please disable all pop-up blockers before entering the ADAP Site.
Microsoft Internet Explorer


georgia.gov - ADAP - Microsoft Internet Explorer provided by Georgia State Patrol
Tools
Internet Options...
Alcohol & Drug Awareness Program
ADAP Login
Enter ADAP Login
Select
Tools;
Internet Options
Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Internet
Local intranet
Trusted sites
Restricted sites
Custom Level...
Default Level
Select
Security Tab;
Custom Level
Security Settings
Use Pop-up Blocker
Disable
Reset
Security Settings:
Use Pop-Up Blocker
Select Disable and OK
Directions to Disable Pop-Up Blocker



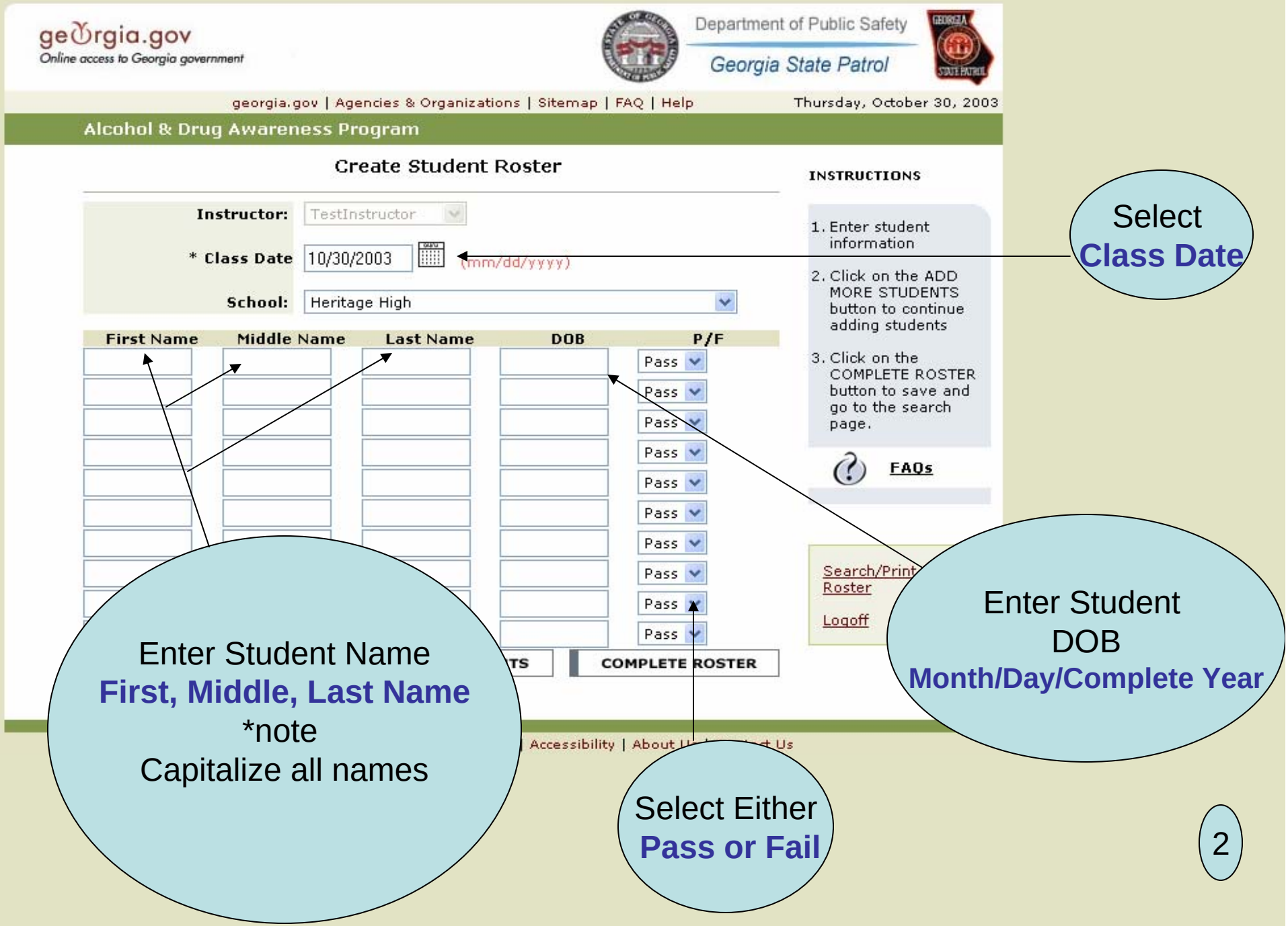
Login using Assigned **User ID**

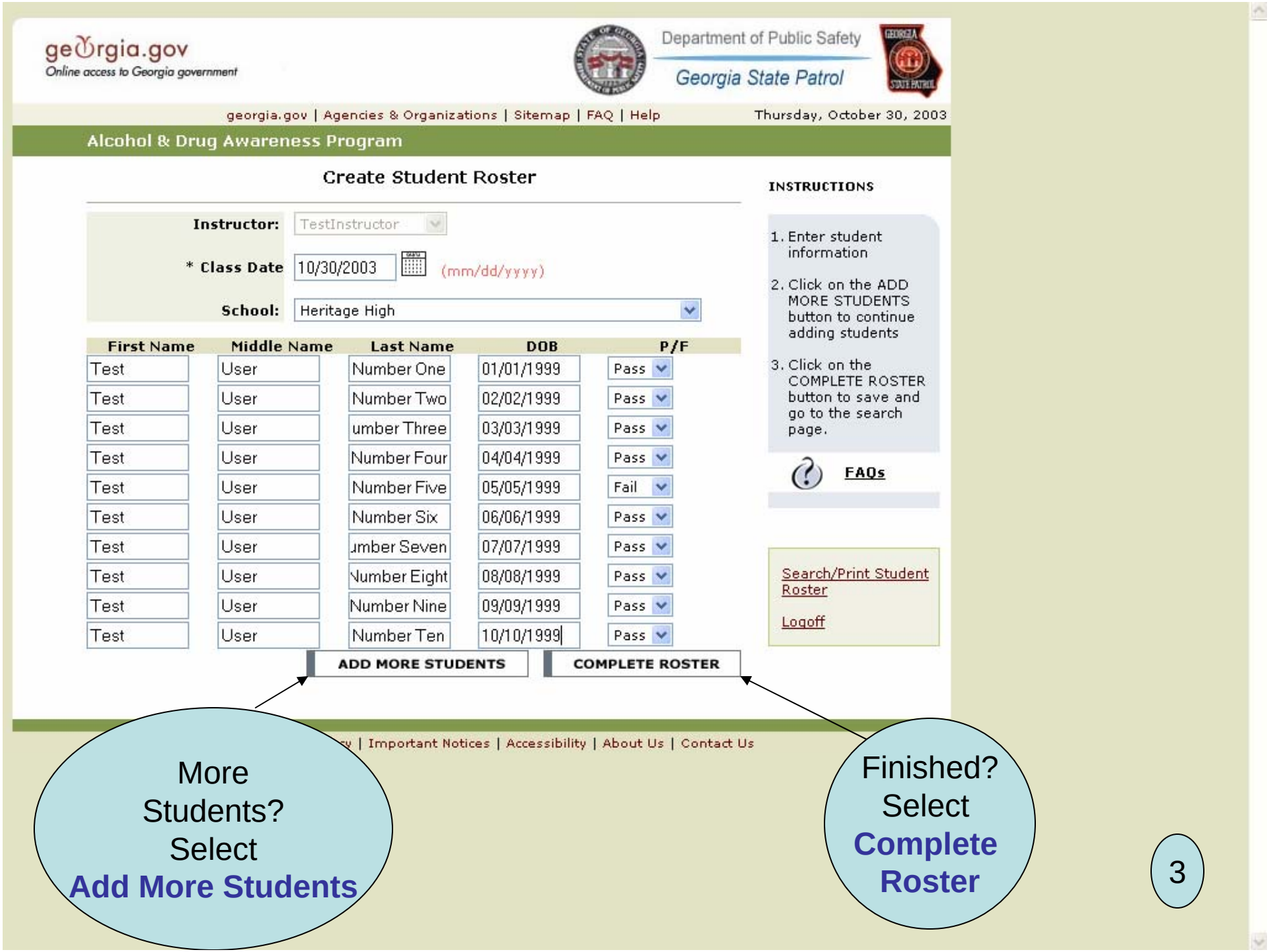
Enter User **Password**

Select **Sign In** if ready to enter Student Rosters

If not ready to Enter Student Rosters Select **Cancel**

Login Instructions for School Instructors

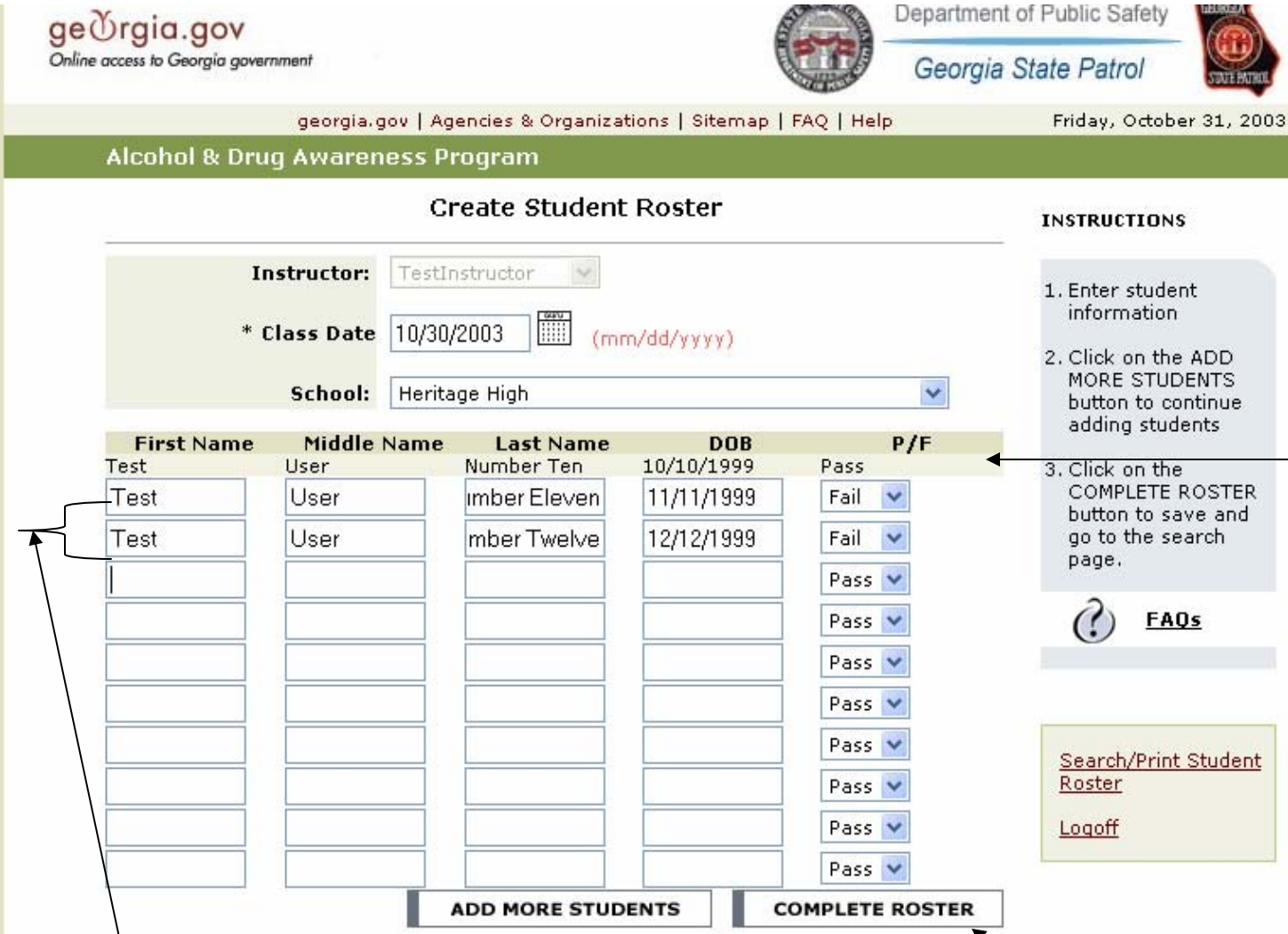

geOrgia.gov
Online access to Georgia government
Department of Public Safety
Georgia State Patrol
georgia.gov | Agencies & Organizations | Sitemap | FAQ | Help
Thursday, October 30, 2003
Alcohol & Drug Awareness Program
Create Student Roster
Instructor:
TestInstructor
* Class Date
10/30/2003
(mm/dd/yyyy)
School:
Heritage High
First Name
Middle Name
Last Name
DOB
P/F
Pass
INSTRUCTIONS
1. Enter student information
2. Click on the ADD MORE STUDENTS button to continue adding students
3. Click on the COMPLETE ROSTER button to save and go to the search page.
FAQs
Search/Print Roster
Logoff
COMPLETE ROSTER
Accessibility
Select Class Date
Enter Student Name First, Middle, Last Name *note Capitalize all names
Enter Student DOB Month/Day/Complete Year
Select Either Pass or Fail



More Students? Select **Add More Students**

Finished? Select **Complete Roster**

Adding More Students

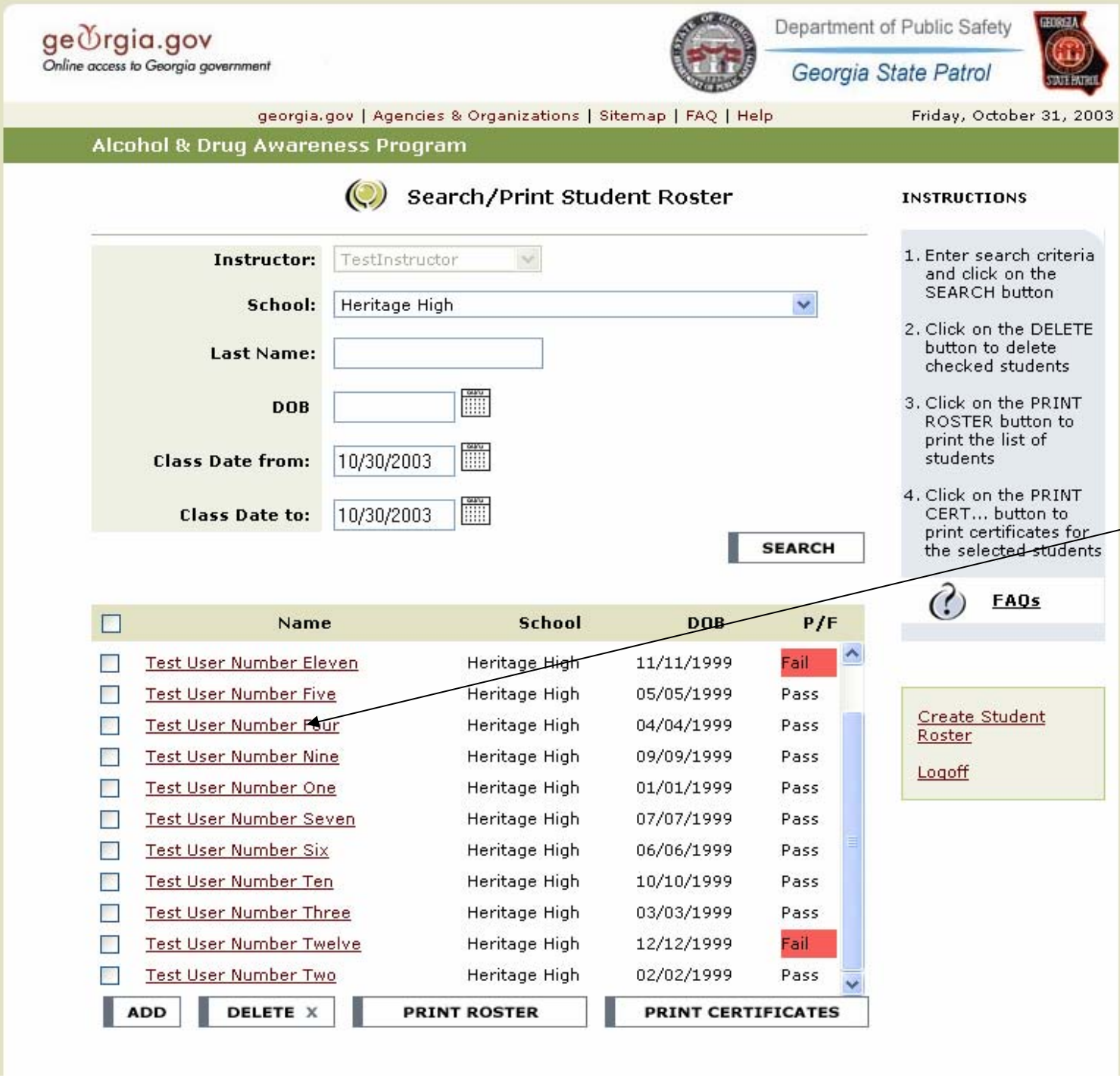


Last Student Entered

Additional Students Added

Roster Complete? Select **Complete Roster**

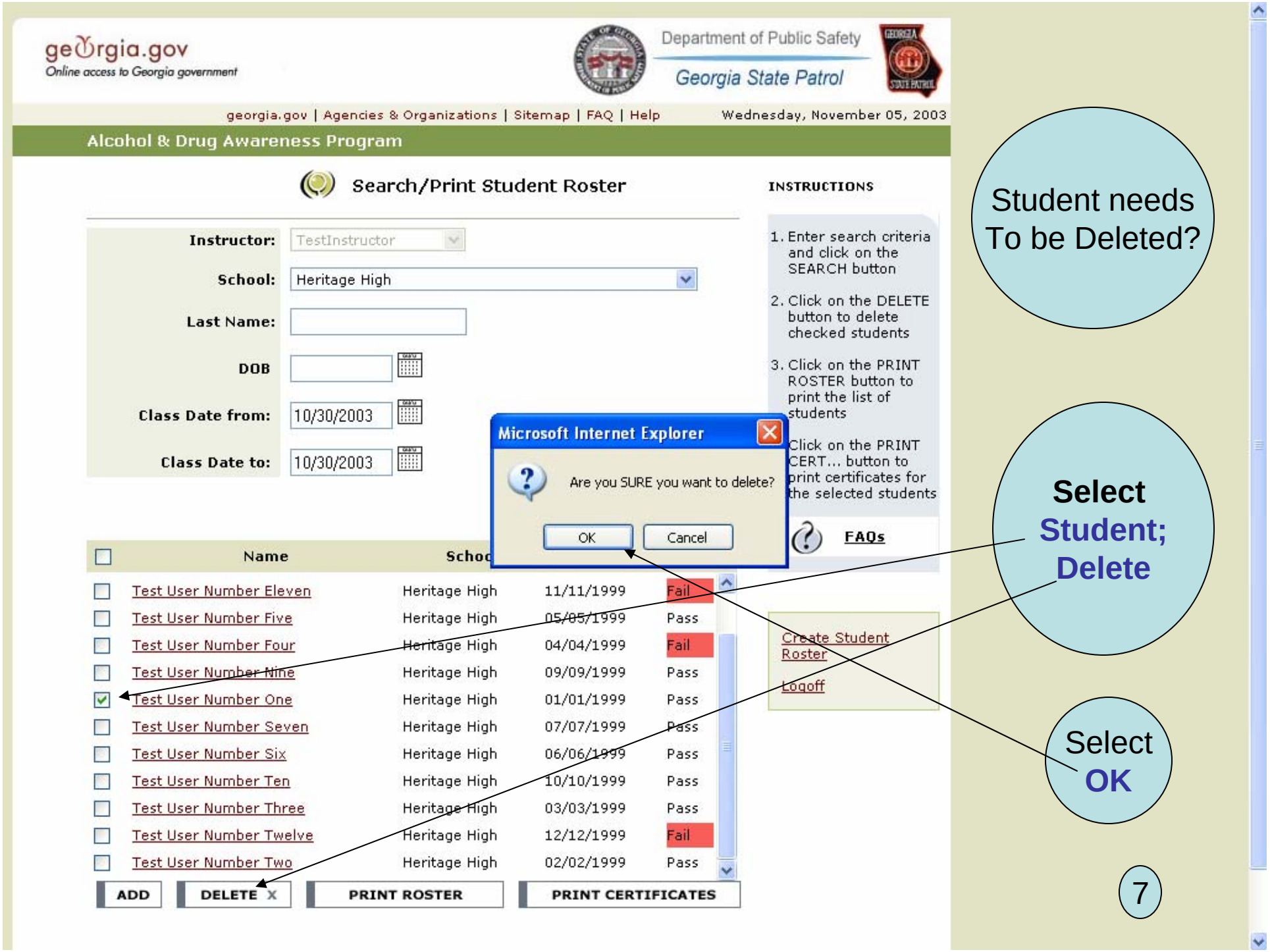
Edit Roster

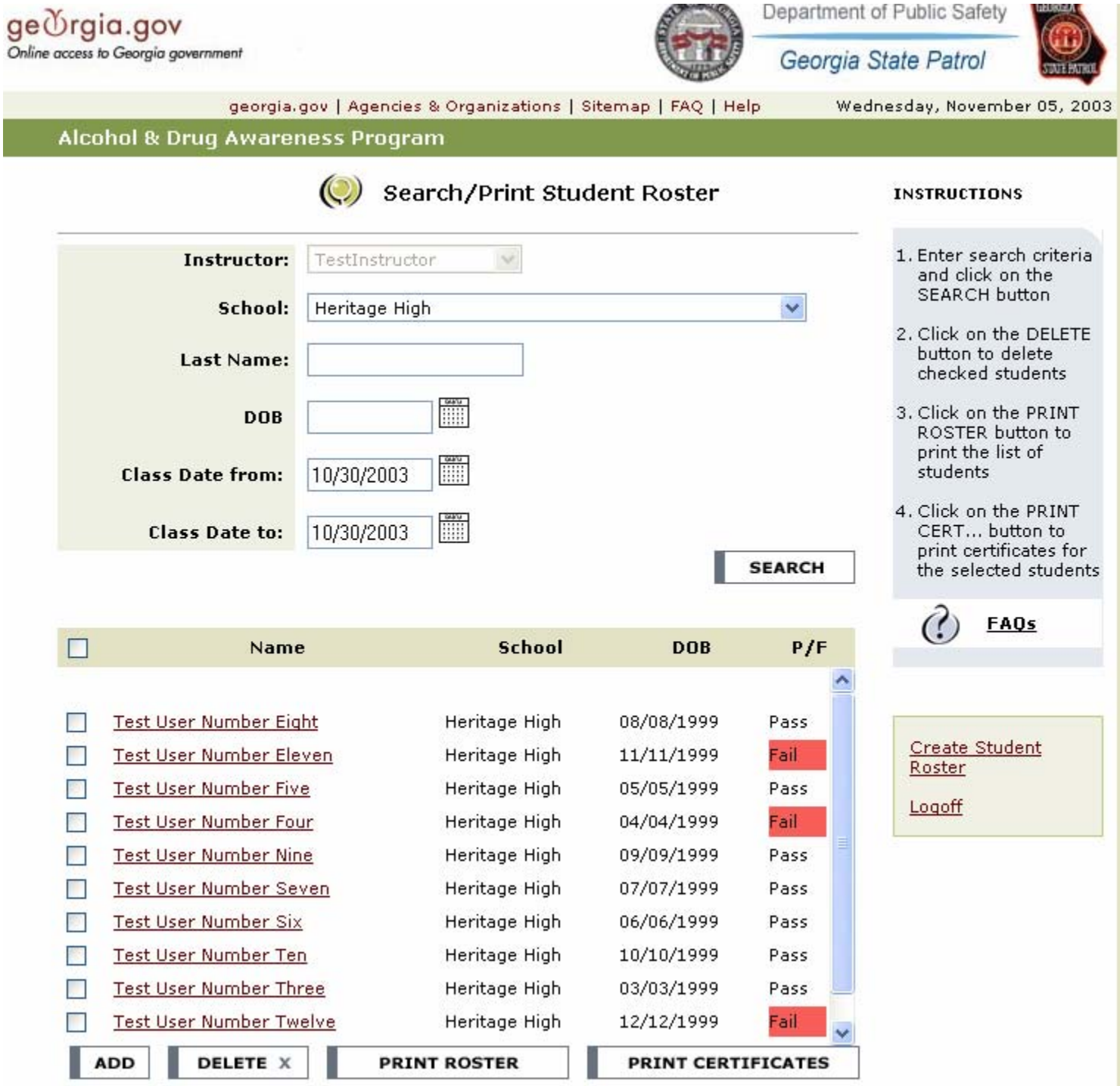


Student Needs To Be Updated?

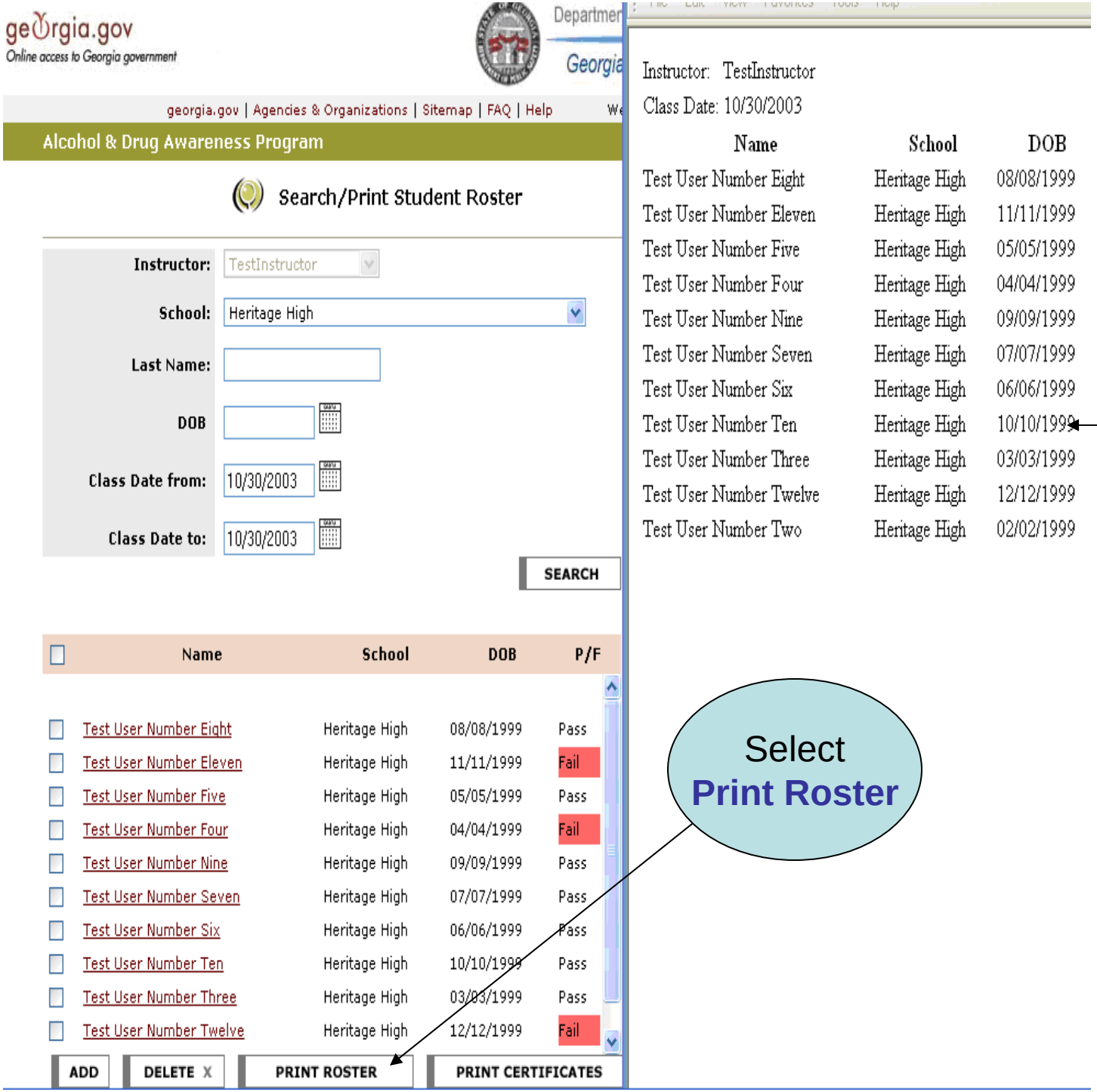
Select **Student Name**

georgia.gov
Online access to Georgia government
Department of Public Safety
Georgia State Patrol
georgia.gov | Agencies & Organizations | Sitemap | FAQ | Help
Friday, October 31, 2003
Alcohol & Drug Awareness Program
Search/Print Student Roster
Student Details
* First Name Test
* Middle Name User
* Last Name Number Four
School Heritage High
Instructor TestInstructor
* DOB 04/04/1999
* Class Date 10/30/2003
P/F Fail
SAVE
CANCEL X
INSTRUCTIONS
1. Enter search criteria and click on the SEARCH button
2. Click on the DELETE button to delete checked students
3. Click on the PRINT ROSTER button to print the list of students
4. Click on the PRINT CERT... button to print certificates for the selected students
FAQs
Create Student Roster
Logoff
Privacy | Important Notices | Accessibility | About Us | Contact Us
No Changes To Be Made Select Cancel
Change Made Select Save

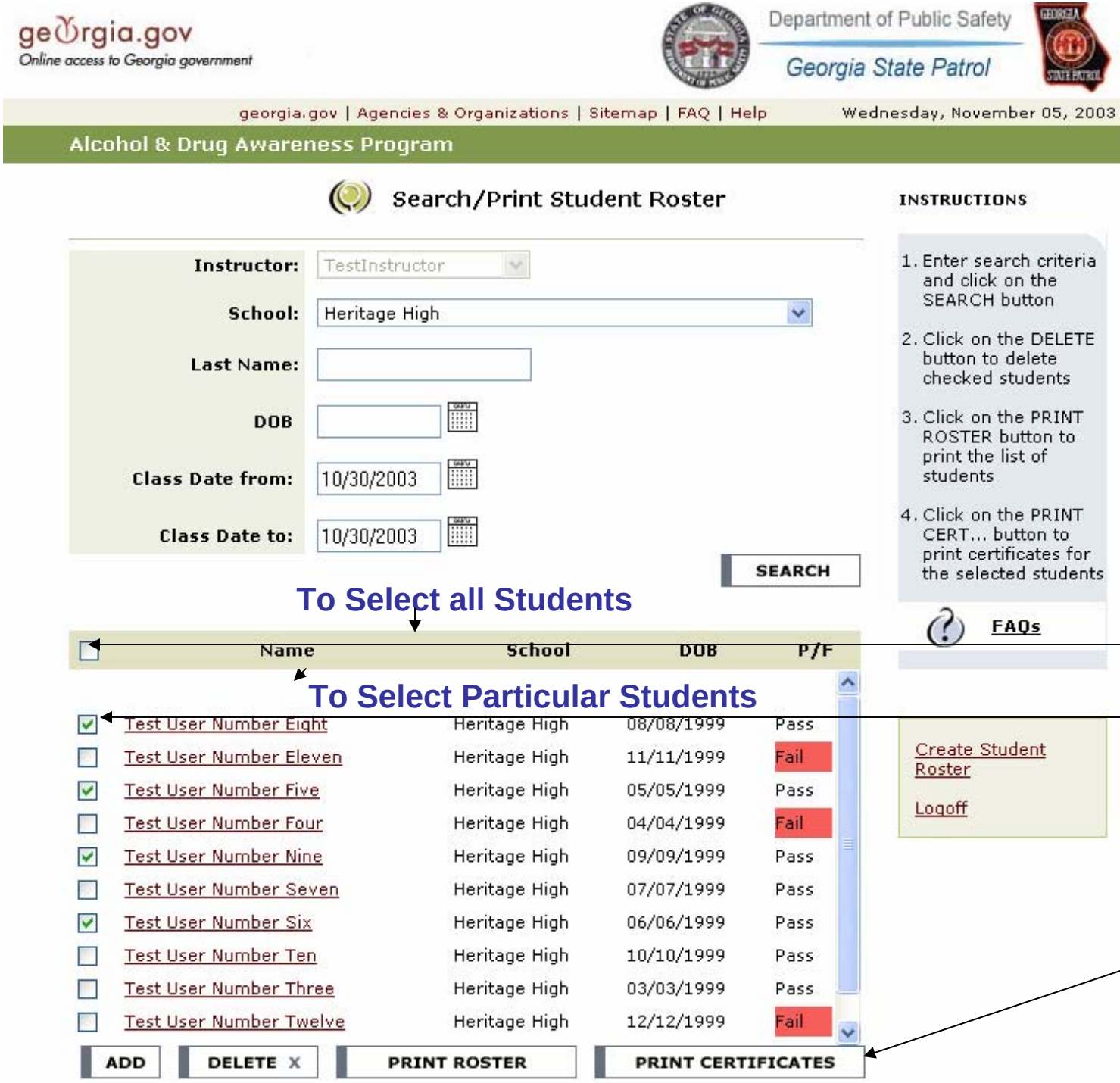

georgia.gov
Online access to Georgia government
Department of Public Safety
Georgia State Patrol
georgia.gov | Agencies & Organizations | Sitemap | FAQ | Help
Wednesday, November 05, 2003
Alcohol & Drug Awareness Program
Search/Print Student Roster
INSTRUCTIONS
1. Enter search criteria and click on the SEARCH button
2. Click on the DELETE button to delete checked students
3. Click on the PRINT ROSTER button to print the list of students
4. Click on the PRINT CERT... button to print certificates for the selected students
FAQs
Instructor: TestInstructor
School: Heritage High
Last Name:
DOB
Class Date from: 10/30/2003
Class Date to: 10/30/2003
Microsoft Internet Explorer
Are you SURE you want to delete?
OK
Cancel
Name
Test User Number Eleven Heritage High 11/11/1999 Fail
Test User Number Five Heritage High 05/05/1999 Pass
Test User Number Four Heritage High 04/04/1999 Fail
Test User Number Nine Heritage High 09/09/1999 Pass
Test User Number One Heritage High 01/01/1999 Pass
Test User Number Seven Heritage High 07/07/1999 Pass
Test User Number Six Heritage High 06/06/1999 Pass
Test User Number Ten Heritage High 10/10/1999 Pass
Test User Number Three Heritage High 03/03/1999 Pass
Test User Number Twelve Heritage High 12/12/1999 Fail
Test User Number Two Heritage High 02/02/1999 Pass
ADD
DELETE
PRINT ROSTER
PRINT CERTIFICATES
Create Student Roster
Logoff
Student needs To be Deleted?
Select Student; Delete
Select OK
7



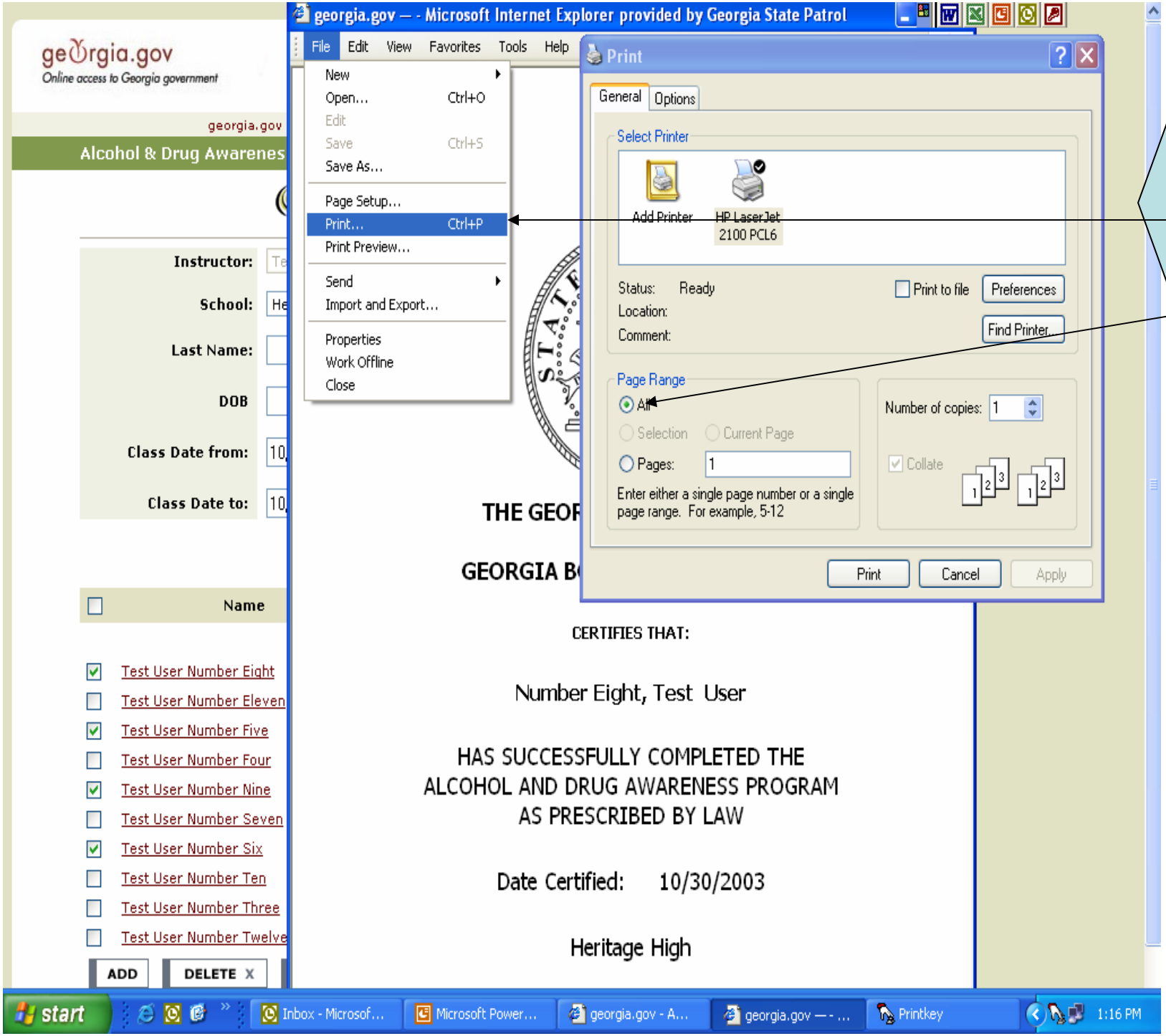
Test User Number One has been Successfully Deleted



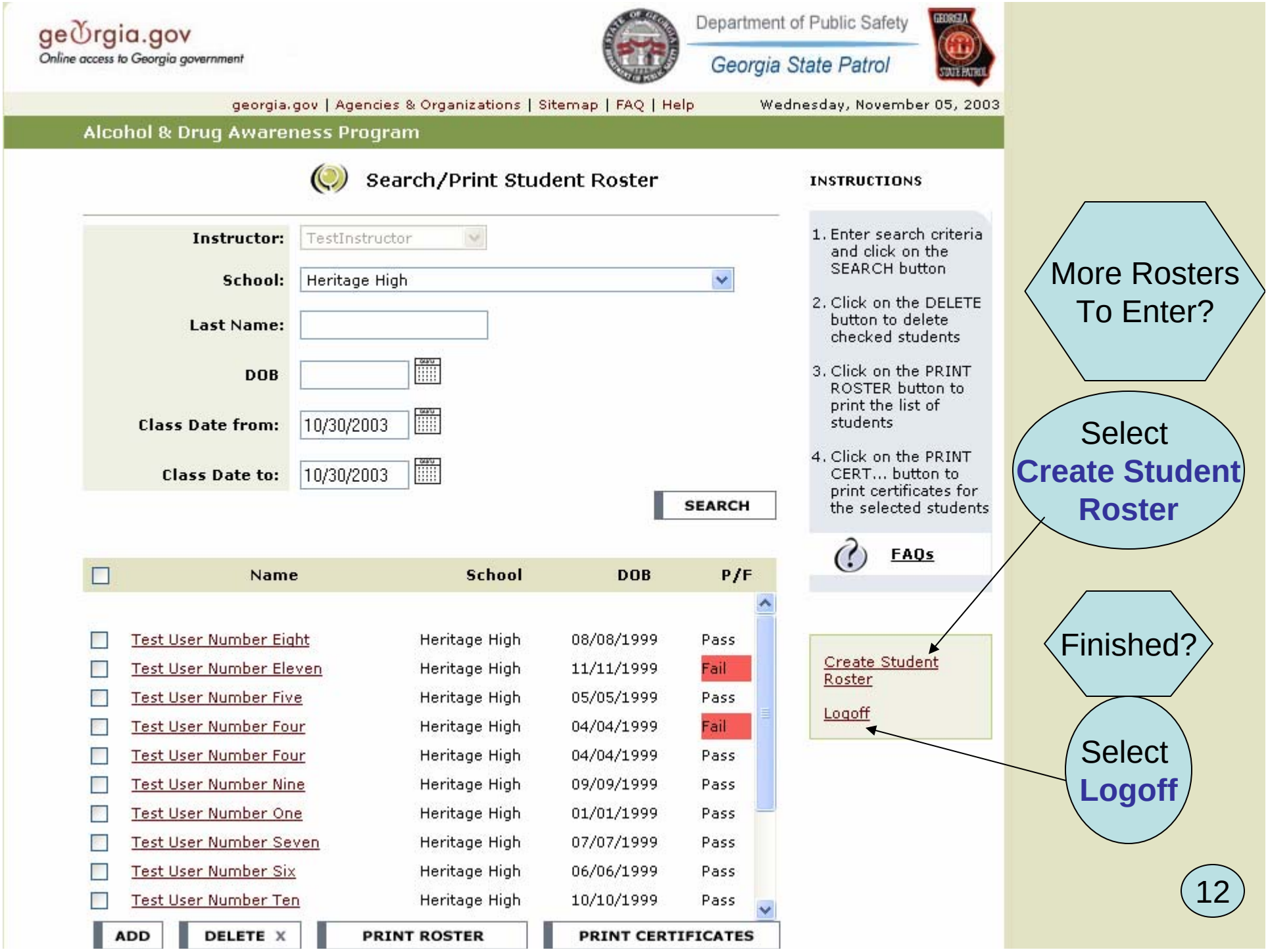
Ready to Print Roster?



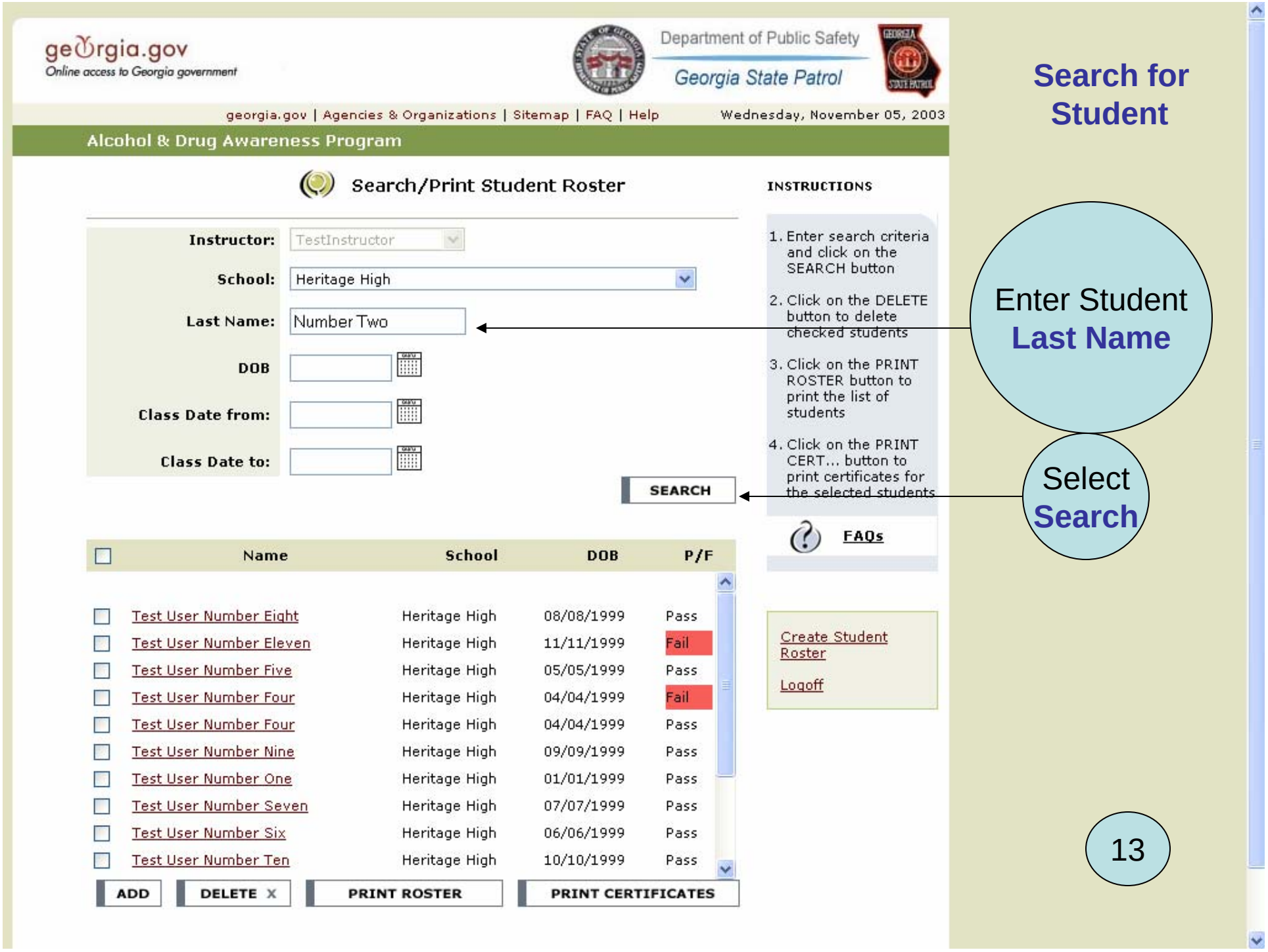
Ready to Print Certificates?



To Print Certificates Select **File Print All**

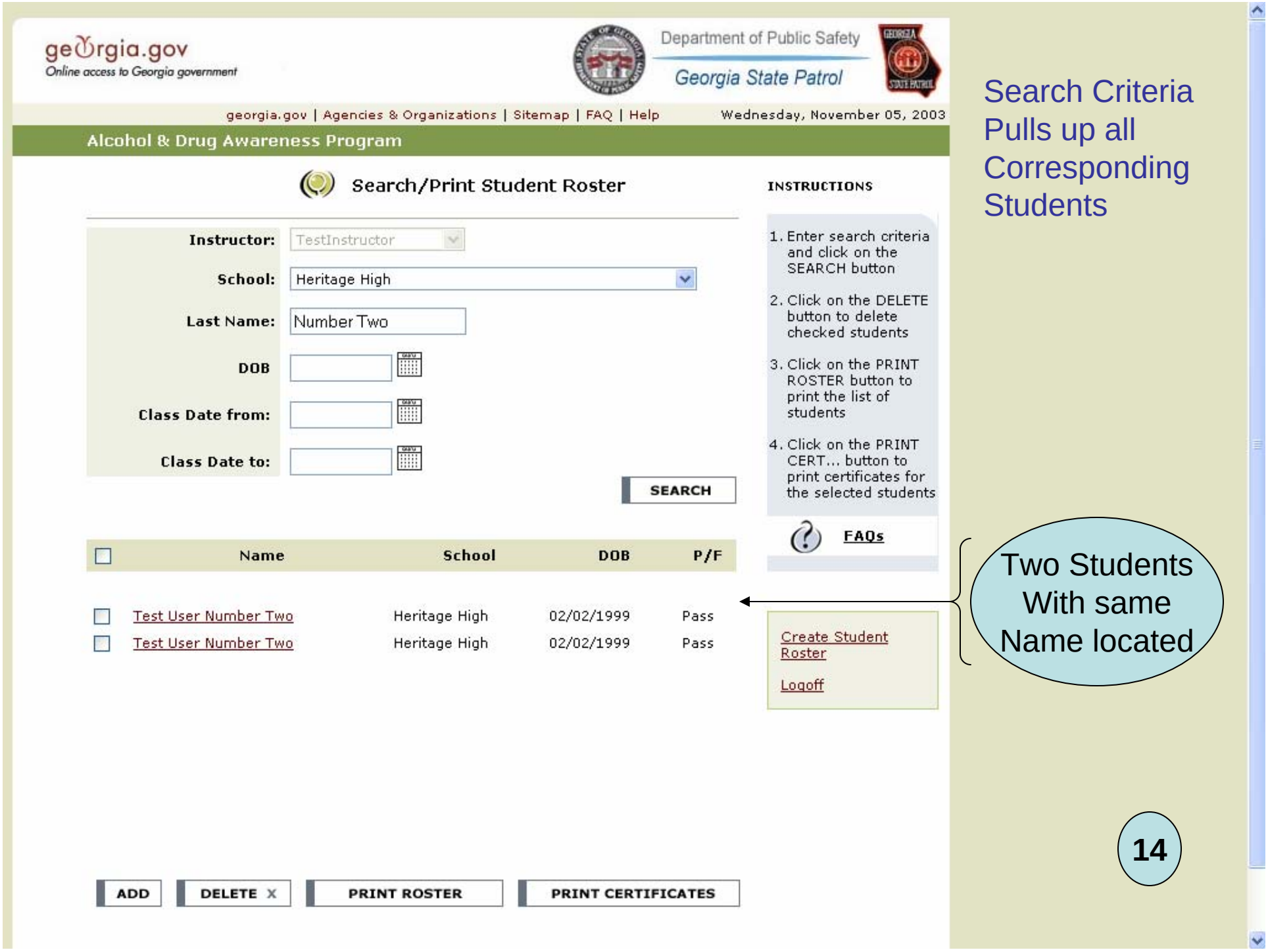

georgia.gov
Online access to Georgia government
Department of Public Safety
Georgia State Patrol
georgia.gov | Agencies & Organizations | Sitemap | FAQ | Help
Wednesday, November 05, 2003
Alcohol & Drug Awareness Program
Search/Print Student Roster
Instructor: TestInstructor
School: Heritage High
Last Name:
DOB
Class Date from: 10/30/2003
Class Date to: 10/30/2003
SEARCH
INSTRUCTIONS
1. Enter search criteria and click on the SEARCH button
2. Click on the DELETE button to delete checked students
3. Click on the PRINT ROSTER button to print the list of students
4. Click on the PRINT CERT... button to print certificates for the selected students
FAQs
Name School DOB P/F
Test User Number Eight Heritage High 08/08/1999 Pass
Test User Number Eleven Heritage High 11/11/1999 Fail
Test User Number Five Heritage High 05/05/1999 Pass
Test User Number Four Heritage High 04/04/1999 Fail
Test User Number Four Heritage High 04/04/1999 Pass
Test User Number Nine Heritage High 09/09/1999 Pass
Test User Number One Heritage High 01/01/1999 Pass
Test User Number Seven Heritage High 07/07/1999 Pass
Test User Number Six Heritage High 06/06/1999 Pass
Test User Number Ten Heritage High 10/10/1999 Pass
ADD
DELETE X
PRINT ROSTER
PRINT CERTIFICATES
Create Student Roster
Logoff
More Rosters To Enter?
Select Create Student Roster
Finished?
Select Logoff

Search for Student



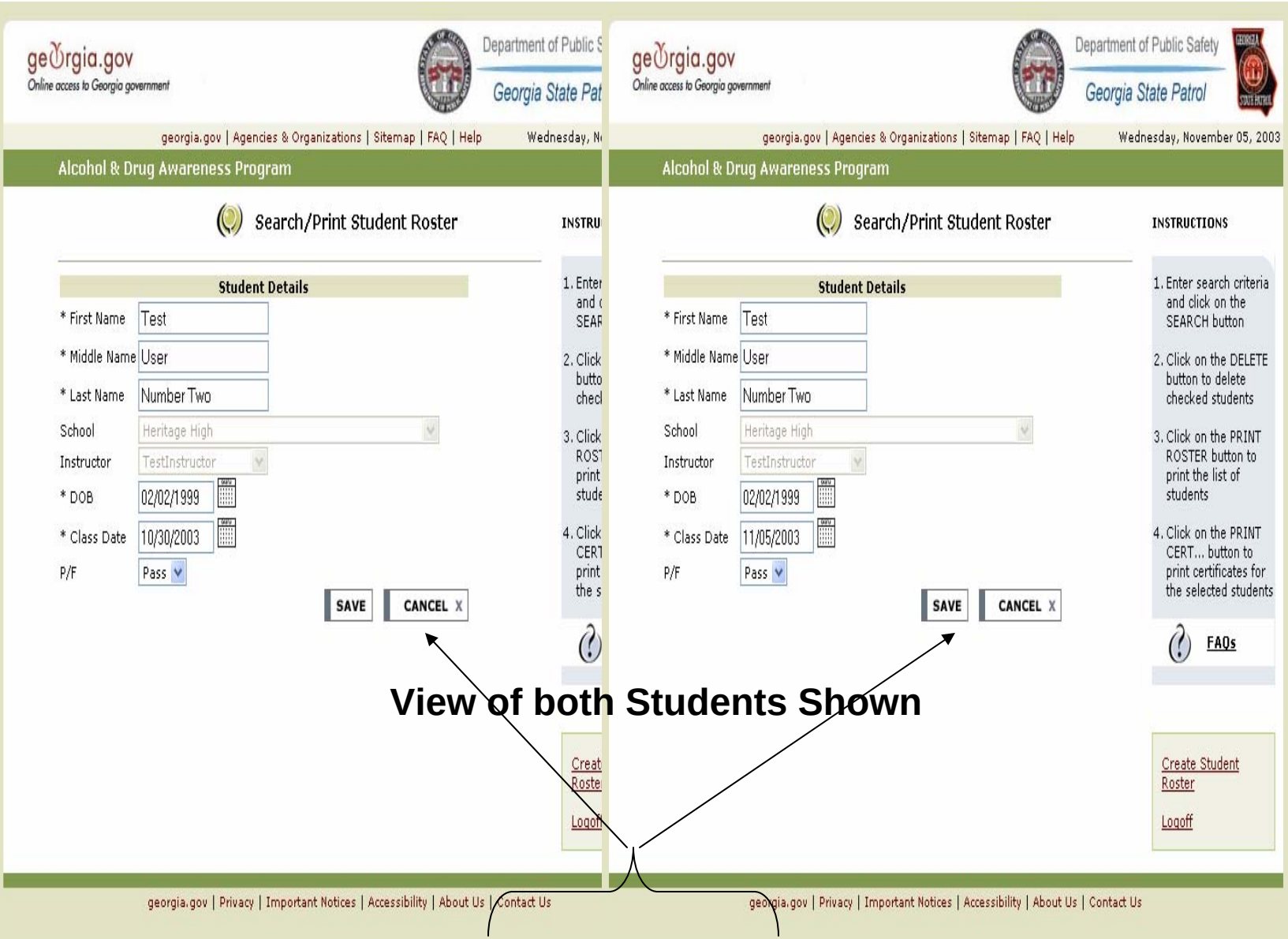
Enter Student **Last Name**

Select **Search**



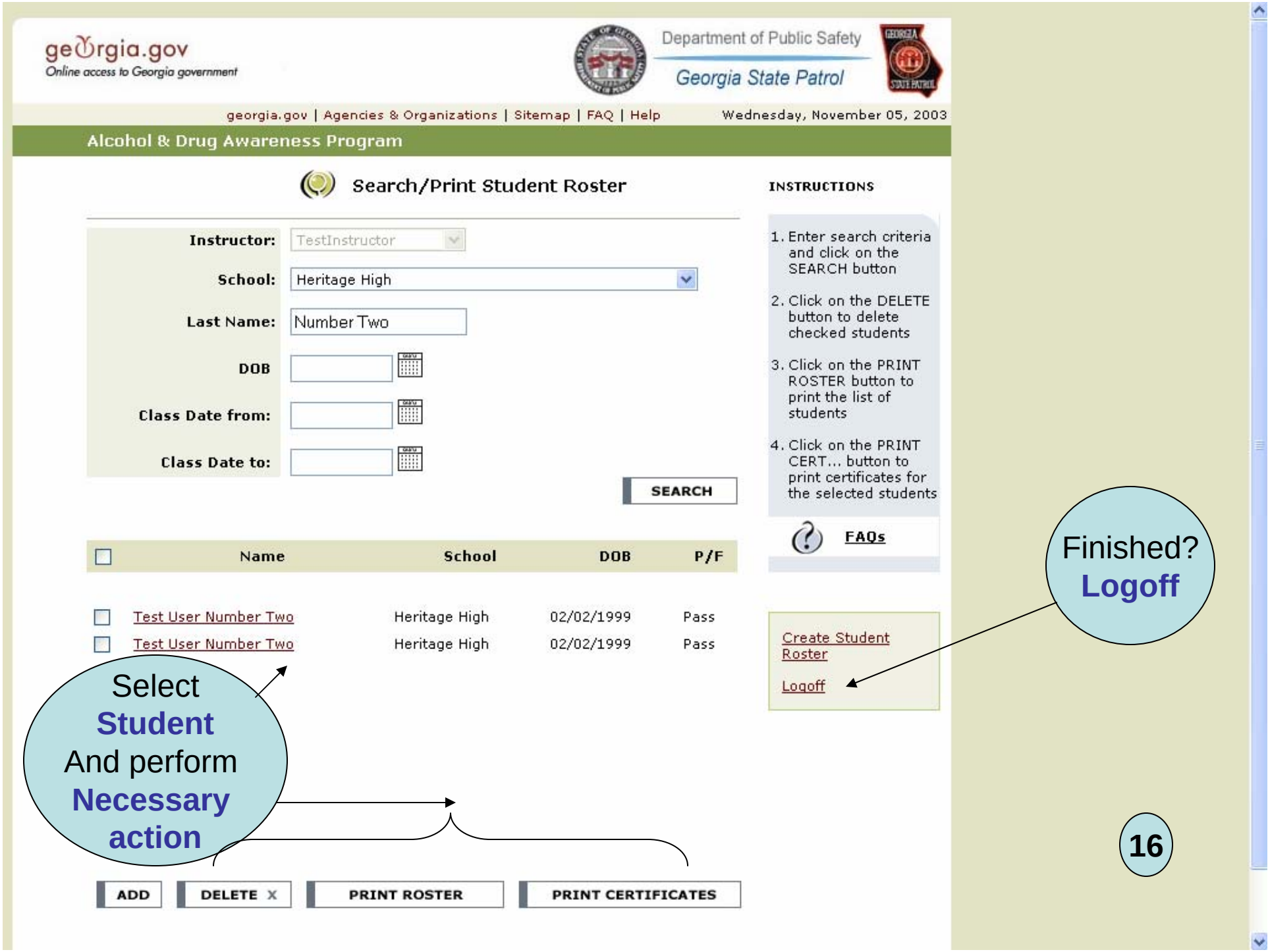
Search Criteria Pulls up all Corresponding Students

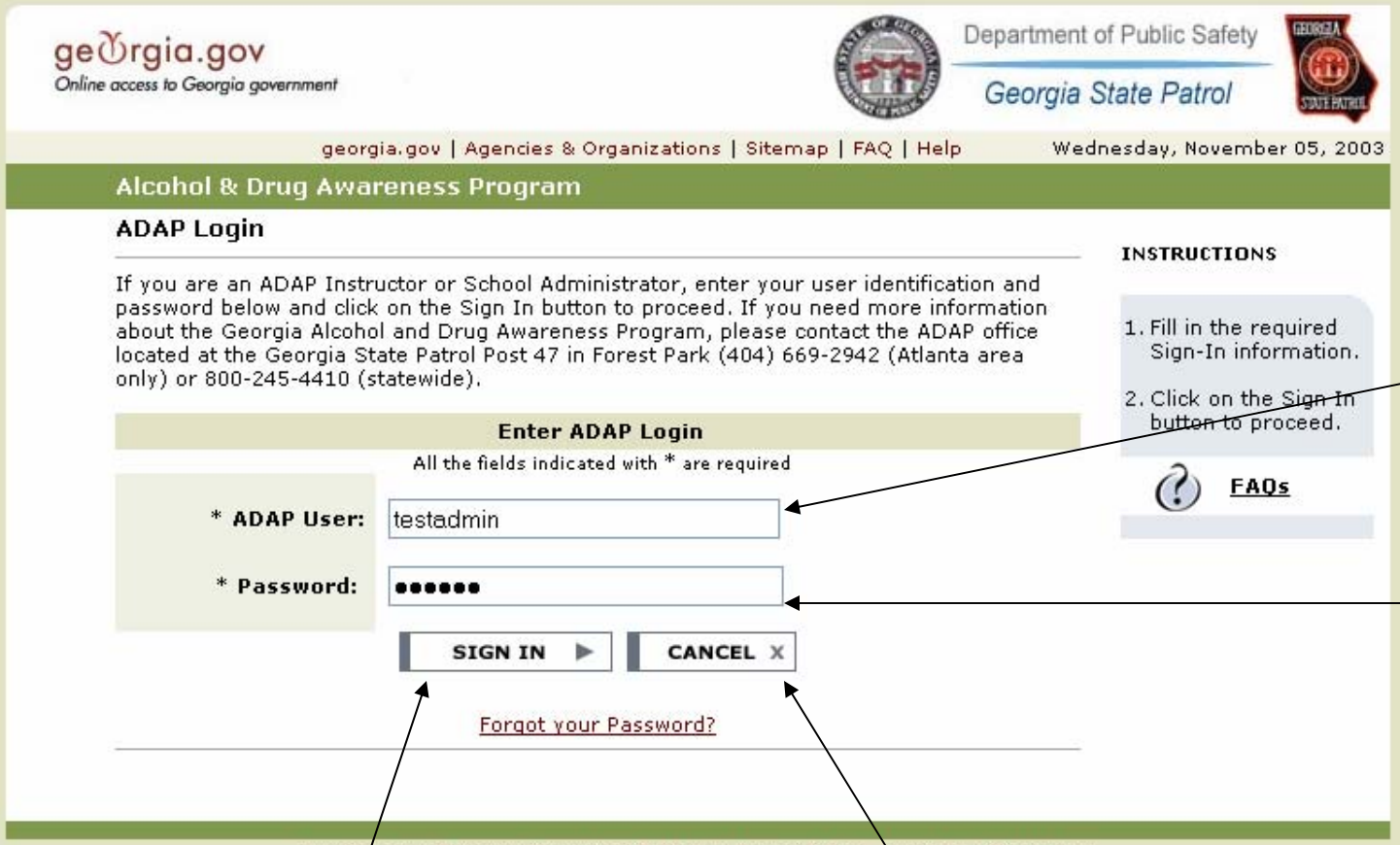
Two Students With same Name located



View of both Students Shown

After reviewing both Students Make Changes
Select Save or **Select Cancel**


georgia.gov
Online access to Georgia government
Department of Public Safety
Georgia State Patrol
georgia.gov | Agencies & Organizations | Sitemap | FAQ | Help
Wednesday, November 05, 2003
Alcohol & Drug Awareness Program
Search/Print Student Roster
Instructor: TestInstructor
School: Heritage High
Last Name: Number Two
DOB
Class Date from:
Class Date to:
SEARCH
INSTRUCTIONS
1. Enter search criteria and click on the SEARCH button
2. Click on the DELETE button to delete checked students
3. Click on the PRINT ROSTER button to print the list of students
4. Click on the PRINT CERT... button to print certificates for the selected students
FAQs
Name
School
DOB
P/F
Test User Number Two
Heritage High
02/02/1999
Pass
Test User Number Two
Heritage High
02/02/1999
Pass
Create Student Roster
Logoff
Finished? Logoff
Select Student And perform Necessary action
ADD
DELETE X
PRINT ROSTER
PRINT CERTIFICATES
16



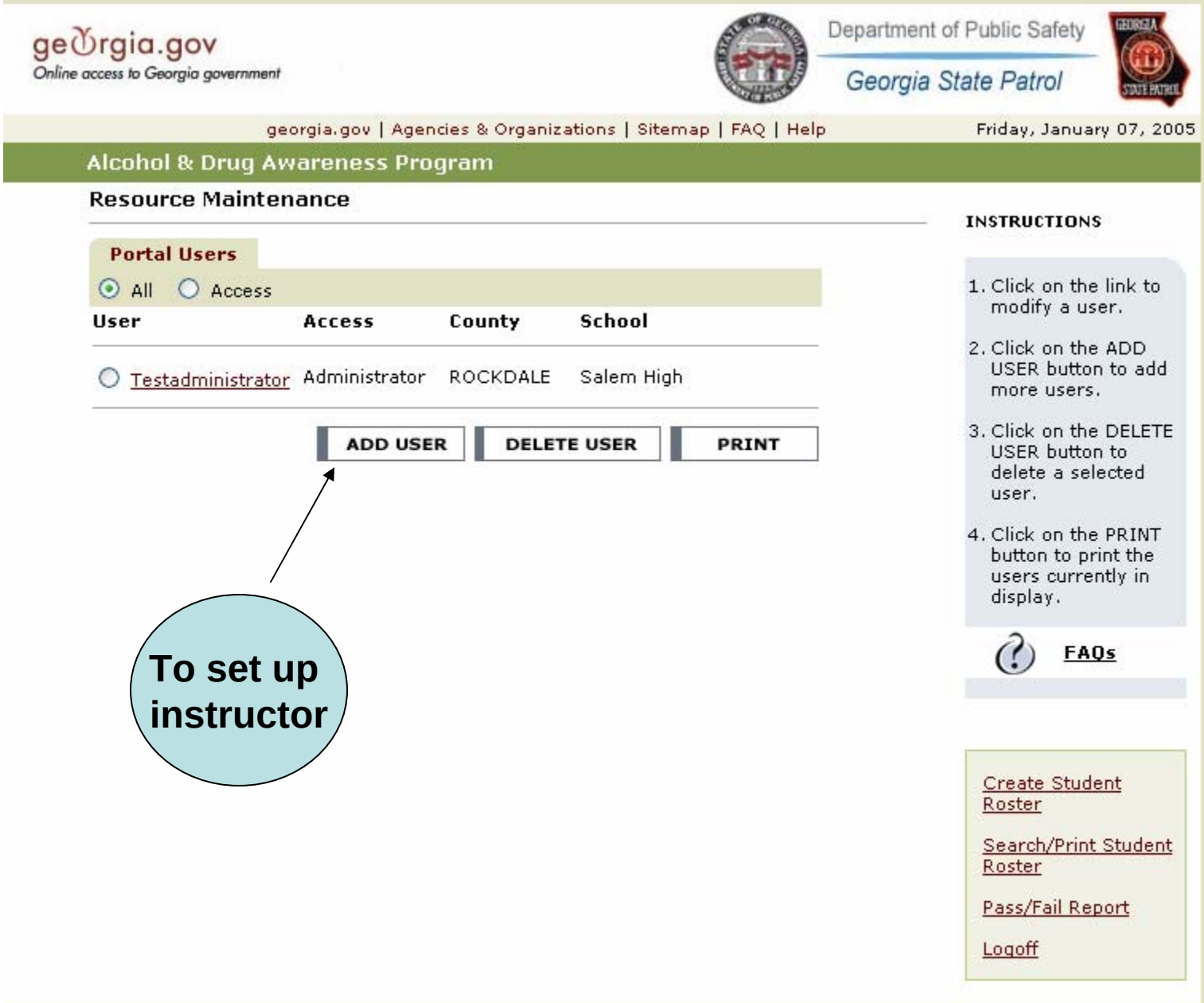
Login using Assigned **User ID**

Enter User **Password**

Ready to Enter System? Select **Sign In**

Not ready To enter System? Select **Cancel**

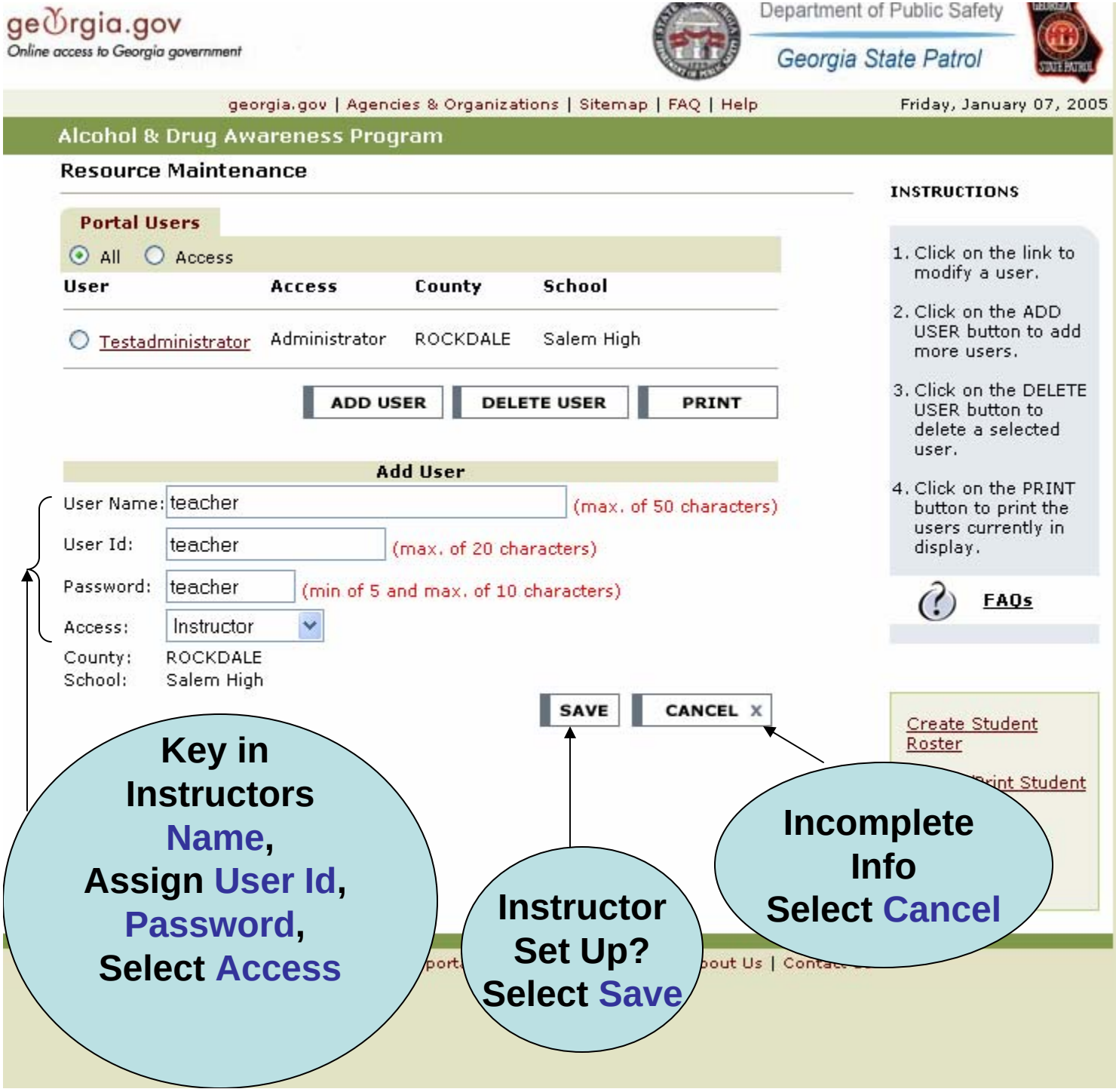
Login Instructions for School Administrators



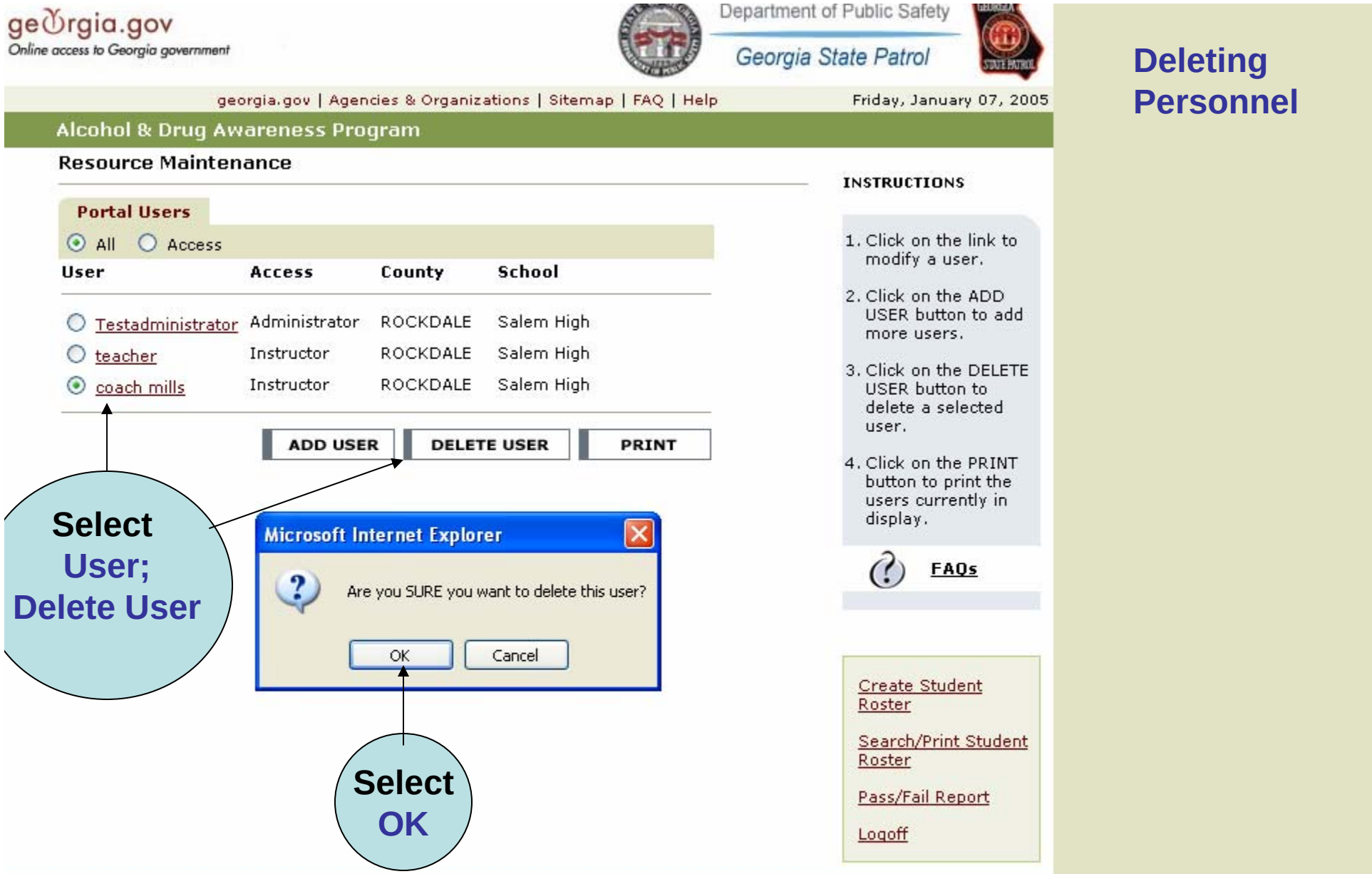
To set up instructor

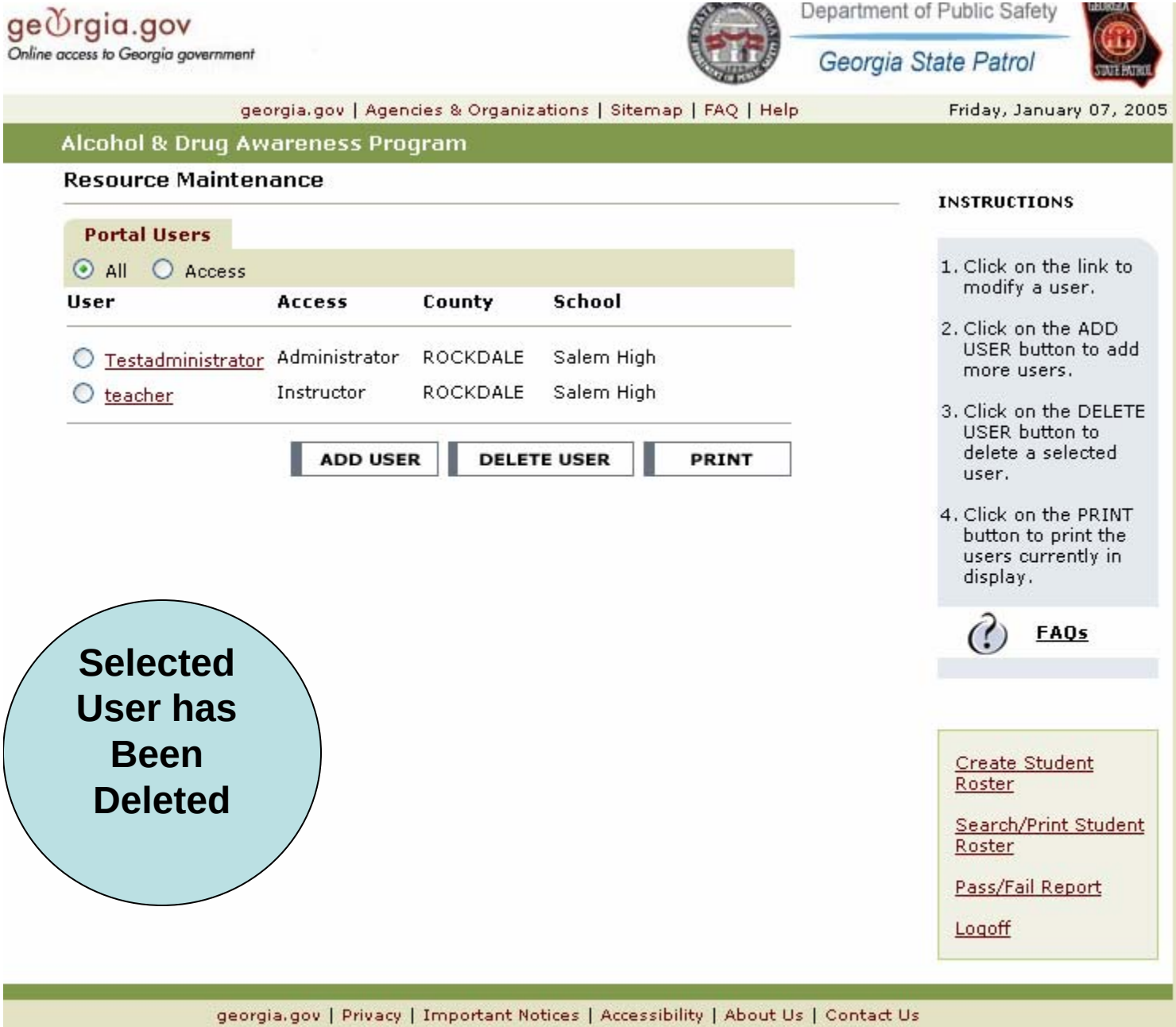
Adding Personnel

Adding Personnel



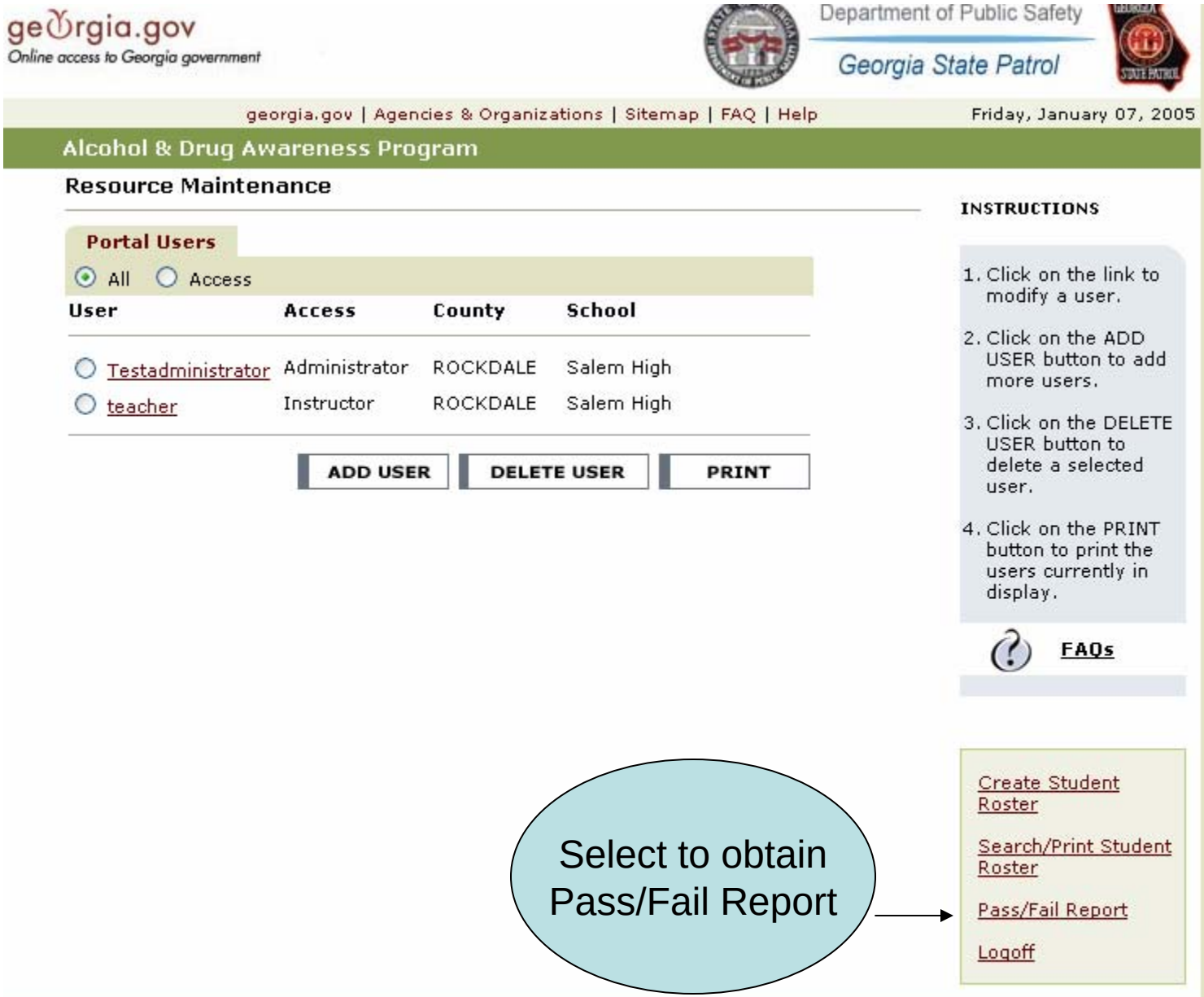
Deleting Personnel

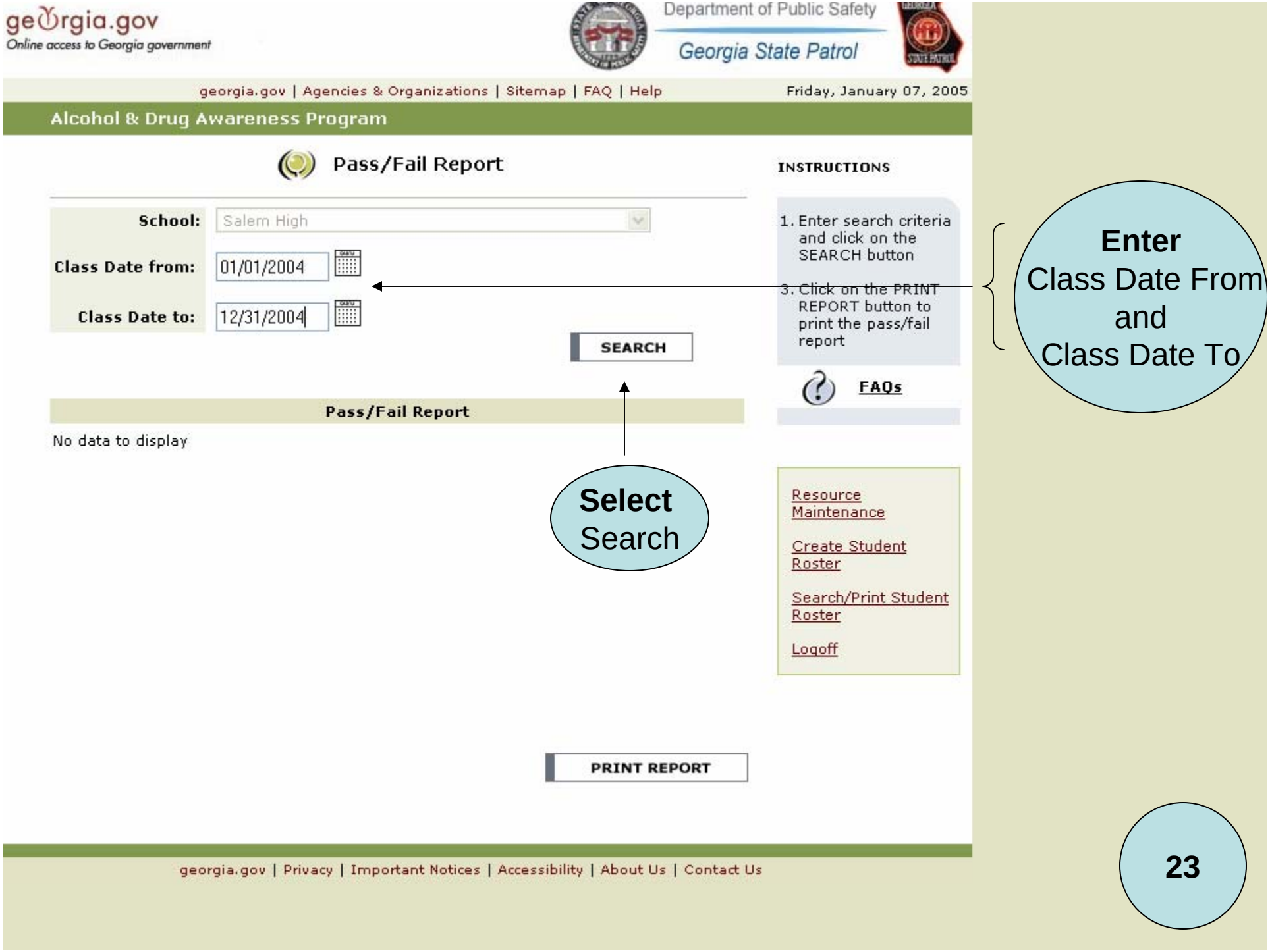




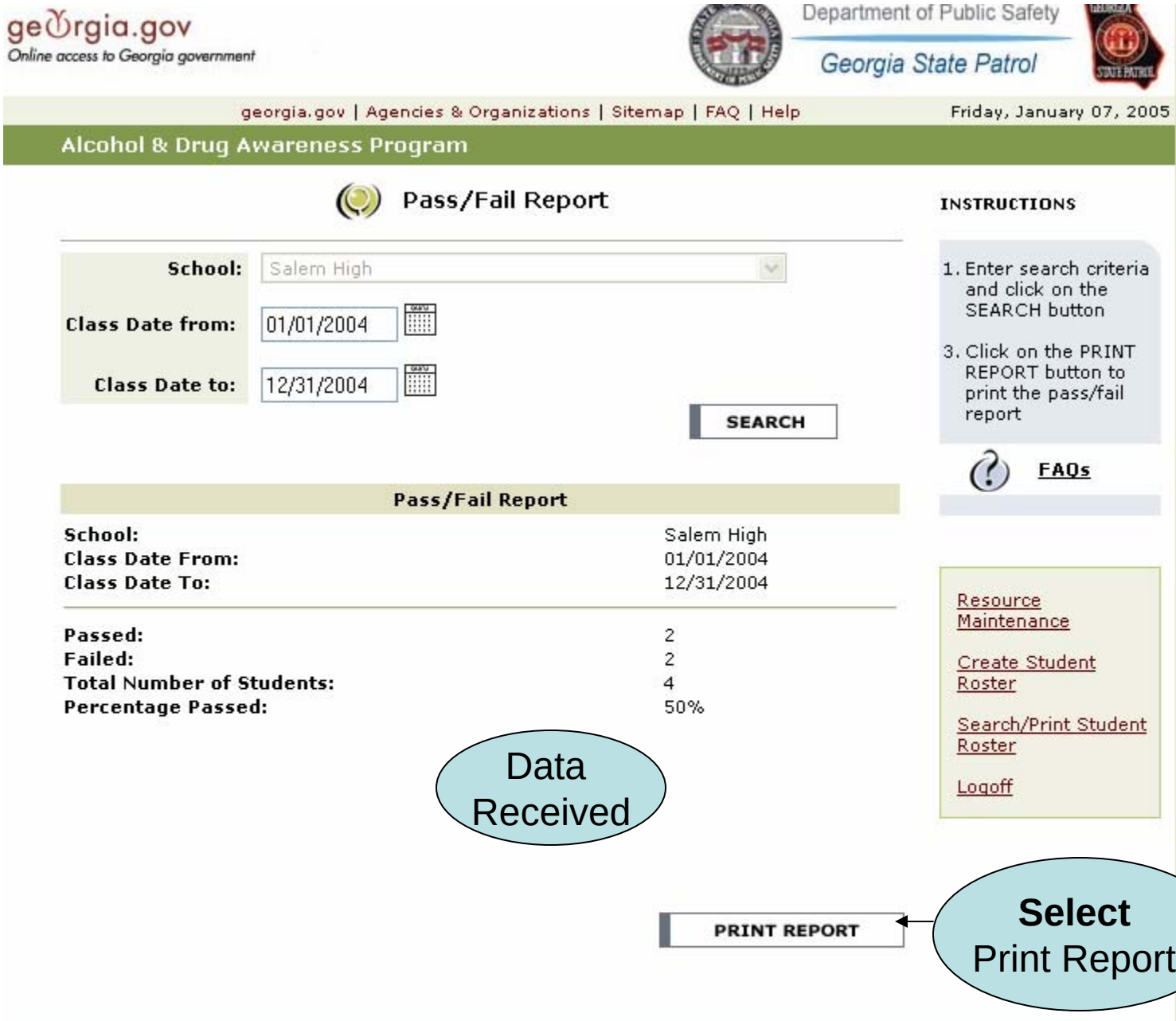
Selected User has Been Deleted

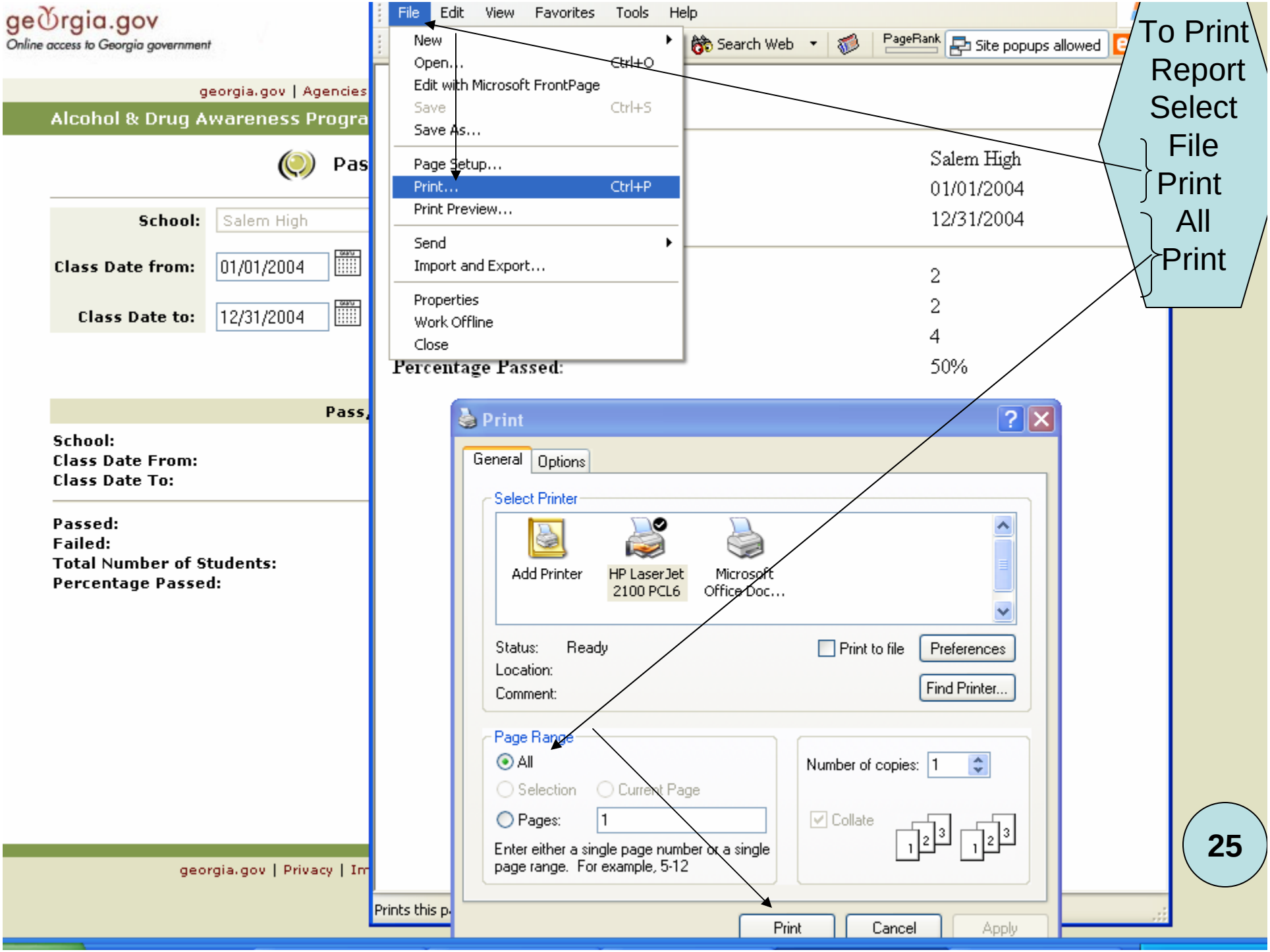
Pass/Fail Report




georgia.gov
Online access to Georgia government
Department of Public Safety
Georgia State Patrol
georgia.gov | Agencies & Organizations | Sitemap | FAQ | Help
Friday, January 07, 2005
Alcohol & Drug Awareness Program
Pass/Fail Report
School:
Salem High
Class Date from:
01/01/2004
Class Date to:
12/31/2004
SEARCH
Pass/Fail Report
No data to display
PRINT REPORT
INSTRUCTIONS
1. Enter search criteria and click on the SEARCH button
3. Click on the PRINT REPORT button to print the pass/fail report
FAQs
Resource Maintenance
Create Student Roster
Search/Print Student Roster
Logoff
Enter
Class Date From
and
Class Date To
Select
Search
georgia.gov | Privacy | Important Notices | Accessibility | About Us | Contact Us

Printing Pass/Fail Report




georgia.gov
Online access to Georgia government
georgia.gov | Agencies
Alcohol & Drug Awareness Progra
School:
Salem High
Class Date from:
01/01/2004
Class Date to:
12/31/2004
School:
Class Date From:
Class Date To:
Passed:
Failed:
Total Number of Students:
Percentage Passed:
georgia.gov | Privacy | In
File Edit View Favorites Tools Help
New
Open... Ctrl+O
Edit with Microsoft FrontPage
Save Ctrl+S
Save As...
Page Setup...
Print... Ctrl+P
Print Preview...
Send
Import and Export...
Properties
Work Offline
Close
Search Web
PageRank
Site popups allowed
Salem High
01/01/2004
12/31/2004
2
2
4
50%
Percentage Passed:
Print
General
Options
Select Printer
Add Printer
HP LaserJet 2100 PCL6
Microsoft Office Doc...
Status: Ready
Location:
Comment:
Print to file
Preferences
Find Printer...
Page Range
All
Selection
Current Page
Pages: 1
Enter either a single page number or a single page range. For example, 5-12
Number of copies: 1
Collate
Print
Cancel
Apply
Prints this p
To Print Report Select File Print All Print
25

georgia.gov
Online access to Georgia government
Department of Public Safety
Georgia State Patrol
georgia.gov | Agencies & Organizations | Sitemap | FAQ | Help
Friday, January 07, 2005
Alcohol & Drug Awareness Program
Pass/Fail Report
School: Salem High
Class Date from: 01/01/2004
Class Date to: 12/31/2004
SEARCH
Pass/Fail Report
School: Salem High
Class Date From: 01/01/2004
Class Date To: 12/31/2004
Passed: 2
Failed: 2
Total Number of Students: 4
Percentage Passed: 50%
PRINT REPORT
INSTRUCTIONS
1. Enter search criteria and click on the SEARCH button
3. Click on the PRINT REPORT button to print the pass/fail report
FAQs
Resource Maintenance
Create Student Roster
Search/Print Student Roster
Logoff
Refer to Pages 18-21 for Instructions
Refer to Pages 2-16 for Instructions
Finished? Select Logoff
georgia.gov | Privacy | Important Notices | Accessibility | About Us | Contact Us